

## Surplus Materials Forms

**NOTE: This form is NOT to be used for Library/Textbook or Technology Equipment Surplus**

Date \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone Number \_\_\_\_\_

Building \_\_\_\_\_ Pickup Location in Building (e.g. Room #, office, gym) \_\_\_\_\_

Requested Pickup Date \_\_\_\_\_ Bldg Admin Approval \_\_\_\_\_

Additional Approvals (if applicable - for items originally purchased using one of the following funding sources):

Career & Technical Education \_\_\_\_\_ Athletics \_\_\_\_\_

Special Services \_\_\_\_\_ Music \_\_\_\_\_

Make/Model Description	Serial/Identification #	Qty	Enter Condition: *Useable *Broken/Non Repairable *Broken/Repairable *Unusable (Recycle/Destroy) *Marked for Spirit Gear Sale	Warehouse Use Only *Surplus *Storage *Recycle/Destroy

**Instructions:**

- 1) Offer surplus items to other schools/departments via the District Bulletin Board
- 2) For items not claimed by other locations, complete all fields of this form (a separate Move Request Card is **NOT** necessary)
- 3) Attach copy of District Bulletin Board announcement
- 4) **Forward this completed form to the Logistic Support Center**
- 5) If the surplus items are old athletic clothing or uniforms that will be sold as "spirit gear", forward this form directly to Purchasing

**Warehouse Use Only**

Driver Signature \_\_\_\_\_ Pickup Date \_\_\_\_\_

NOTES:

**Business Office Use Only**

Business Office Signature \_\_\_\_\_ Board Approval Date \_\_\_\_\_

Agency Authority # \_\_\_\_\_ DES Submit Date \_\_\_\_\_

DES Surplus Approval # \_\_\_\_\_